



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

Expression of Interest for the contractual post of Project Officers in the Directorate Of Indigenisation Innovation and Start Ups (DIIS) at the Rashtriya Raksha University.

Rashtriya Raksha University invites an expression of interest for a highly fulfilling and satisfying assignment of Project Officer in the Directorate Of Indigenisation Innovation and Start Ups from the interested candidates.

About Rashtriya Raksha University

- Rashtriya Raksha University, an Institution of National Importance of India, Pioneering National Security and Police University of India, Ministry of Home Affairs, Government of India, is established by the Parliament of India, Act No. 31 of 2020.
- The University aims to become an academic-research-training ecosystem for national security and police. Its endeavours focus on highly professional national security, police education, research, and training through its qualified civilian and security faculty, committed human resources, motivated participants and students, intellectually stimulating and professional disciplined environment, and worldwide network, sharing, and exchange. It aims at providing security and strategic education in contemporary and futuristic security and strategic studies and interdisciplinary areas.
- RRU has set up The Directorate of Indigenisation, Innovation and Start Ups (DIIS) has been established with an aim to facilitate innovation, incubation, and technology acceleration in the security space. DIIS is geared to integrate component technologies onto a platform and facilitate the gradual development of the technology to meet the qualitative requirements (QRs) of the forces.
- DIIS has been collaborating with various industries and academia for partnerships over interdisciplinary and technology domains. DIIS has been working with a broad coalition of researchers, practitioners, government agencies, and students in an attempt to improve the security infrastructure of our nation through technological and social innovations. The goal is to provide the highest level of support to security forces by bringing industries, academics, and research one step closer to realizing the innovation potential of our nation.

1. **Job Title:** Project Officer

2. **Vacancies:** 02

➤ **Educational Qualification & Experience**

- Masters with first class in relevant field with minimum 03 years of experience or Bachelors in in relevant field with minimum 05 years of experience. Preference will be given to persons having a background in technology, IT, Computer science, electronics, and experience in start-up ecosystem, innovation, incubation; and good communication skills in English as well as liasioning skills

➤ **Roles and Responsibilities**

- Determine and define project scope and objectives.
- Estimate resources needed to reach objectives and manage resources in an effective and efficient manner.
- Prepare budget based on scope of work and resource requirements.
- Track project costs in order to meet budget.
- Develop and manage a detailed project schedule and work plan.
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments and progress.
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- Utilize industry best practices, techniques and standards throughout entire project execution
- Measure project performance to identify areas for improvement.
- Laying out, initiating and organising a vertical that will initiate research and create databases on the ecosystems that exist in the indigenous defence industry.
- Work on Innovations, Incubations, Entrepreneurship and Start-ups Funded Research Projects
- Strong understanding of local, national, and global Start-up ecosystems to be able to nurture startups, innovators and students in taking their solution from idea-stage to prototype ready.
- Mentor startups, innovators and students in various aspects of business development and financing for their ideas.
- Assist in setting up of companies and other compliance.
- Engagement with stakeholders to understand the Research and Development requirements of the security industry and forces and liaison with partner institutions across the nation to initiate

research projects on the same.

- Strategize on how to address these identified areas of work that arise out of such discussions in collaboration with private industry, start-ups, innovators, governmental organisations and other academic and research institutions.
- Develop research projects, collect data, data analysis and report writing in areas of law
- relating to security sector, social and criminal justice sector.
- Lead various projects as project manager and team manager.
- Makes all necessary all logistics, administrative arrangements for monthly events;
- Perform any other duties as required.

➤ **Essential skills and abilities**

- General experience in the field of IT, Cyber Security, Electronics or Startups, innovations and incubation.
- Ability to build credible relationships with engineers and subcontractors. Experience of liaising with internal and external customers, vendors and suppliers.
- Ability to estimate resources needed to reach objectives and manage resources in an effective and efficient manner.
- Financial awareness of the consequences of decisions and able to track and progress projects.
- Experience in managing project risk.
- Ability to create and deliver effective presentations.
- Experience of using Microsoft and other software packages to manage.
- Ability to work alone and as part of a Training & Development team.
- Comfortable performing experiments alone without close guidance or supervision.
- Excellent communication skills in verbal and written formats.
- You have a keen eye for detail and organization.
- Ability to work a flexible schedule (24x7) as a coordinator with Stakeholders
- Ability to openness to learning new ways of performing the given task.

➤ **Monthly Remuneration to be offered:** - INR 40,000 - 50,000/-

➤ **Number of Vacancies Available** - 02

➤ **Contract Period:** 364 days

➤ **APPLICATION DOCUMENTS TO BE SHARED**

- Interested candidates can share their Resume with the Application form on or before 12th May 2022 till 1700 hours to sastra@rru.ac.in
- The short-listed candidates will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the applications in the 3rd or 4th week of May 2022.
- Only the shortlisted candidates will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the application. For any query or clarifications, please feel free to contact sastra@rru.ac.in

GENERAL INSTRUCTIONS

1. The prescribed qualifications and/or experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her for interview. The Rashtriya Raksha University shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
2. The contractual appointment shall end on the stipulated date of expiry of contract in appointment letter. Selected candidates shall have no right to renewal, extension of conversion into permanent employment.
3. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements.
4. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Rashtriya Raksha University reserves the right to take appropriate action against such candidate.
5. All the candidates are expected to download Brief Profile Form from University website, duly fill and bring along with them the "Brief Profile Form" for the interview. The Form should be neatly and legibly filled or typed preferably in at least 12 Garamond font size.
6. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
7. The Rashtriya Raksha University shall have the right to:
 - a. relax any of the qualifications/experience at its discretion;
 - b. draw/ reserve panel(s) against the possible vacancies in the near future;
8. Experience and qualification will be reckoned as on the date of interview.
9. No TA / DA shall be paid to the candidates for attending the interview.
10. In case of any inadvertent mistake in the process of selection, which may come to notice at any stage even after the issue of appointment letter, the Rashtriya Raksha University reserves the right to modify / withdraw / cancel any communication or offer, made to the candidates at any stage.
11. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Rashtriya Raksha University shall be final and binding.
12. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

13. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
14. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
15. The candidates are required to bring three copies of their resume with photograph, affixed on all copies, original and one set of photocopies of their Academic certificates, Experience certificate and other documents.
16. Qualified female, reserved category, minority candidates are strongly encouraged.
17. COVID-19 Guidelines to be followed during the walk-in-interview as per Annexure-II. Candidate has to submit the Corona self-declaration form to security before entering in to the premises of the University as per Annexure-III.
18. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
19. If you have any query/questions/information, please write only on **sastra@rru.ac.in**
20. The University retains the clarification to offset the experience with education qualification and VICE-VERSA

COVID-19 Guidelines to be followed during the Walk-In-Interview.

1. Candidates will not be allowed for **Walk-In-Interview**, if he/she has any COVID like symptoms. He/ she have to submit the attached declaration from before entering in the premises.
2. Face-mask is compulsory & installed Arogyasetu APP in his/her mobile throughout the process of **Walk-In-Interview**
3. Any Luggage will not be allowed within the premises during **Walk-In-Interview**. It should be keep outside the premises.
4. Accompanying person(s) will not be allowed within the premises during the entire **Walk- In- Interview**.
5. All the Candidates must have to follow the guidelines of GoG&GoI for social distancing & other pertaining to COVID-19, which is published from time to time by Government

CORONA VIRUS SELF DECLARATION FORM

For the health and safety of our community, declaration of illness is required. Be sure that the information you'll give is accurate and complete. Please get immediate medical attention if you have any of the COVID-19 signs.

1. Name:
2. Mobile number:
3. Appear in the walk-in interview for which position:
4. Date & Time of Walk-In Interview:
5. Have You Travelled abroad in 2021? Yes _____ No _____. (If Yes, then answer question 5 and 6.)
6. Name of Area Visited:
7. Dates of Travel:
8. Have you been in contact with people being infected, suspected or diagnosed with COVID-19?
Yes _____ No _____. If answer is Yes, then answer question 8
9. Your relationship with the people and your last contact date with them.
10. Please state whether you've experienced / are experiencing the following symptoms

Sr. No	Symptoms	Ye s	N o
a.	Fever		
b.	Cough		
c.	Shortness of Breath		
d.	Persistent Pain in the Chest		

I undersigned, herewith declare that all information given above are true to best of my knowledge and I currently do not live in containment zone as per notified by Government.

Date:

Name & Signature of Candidate: